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| CDF logo 4 MsWord **NG-CDF**  | **National Government Constituencies Development Fund** **Keiyo North Constituency** **P.O BOX 640, Iten.****Tel:** ……………………………………………… | **Cell**: 0726-884-581**Email**: [………………………..](http://………………………..) | **Website:**www.cdf.go.ke |
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**MINUTES OF NG-CDFC MEETING HELD ON 8TH FEBRUARY, 2018 AT NG-CDF BOARDROOM**

**MEMBERS PRESENT**

1. Prof. Paul Tarus Chairman

3. Milcah Sugut Fund Manager

4. Mr.Otieno Kevin D O Keiyo North

5. Kenneth Cherop Secretary

6. Maureen Keror Member

7. Evelyn Chelal Member

8. Teresa Kiyeng Member

9. Penateta Kwambai Member

10. Duncan Kimaiyo Member

**AGENDA**

1. Prayer
2. Preliminaries
3. Confirmation of previous minutes
4. Matters arising
5. Approval of disbursement of funds for financial year 2016/2017
6. Amendment of the project proposals for FY 2017/2018
7. Strategic plan
8. Office Administration
9. Replacement of stale cheques
10. Emergency requests and approvals
11. Adjournment

**MIN 1/8/02/2018: PRAYER**

The meeting started at 11.30 am with a word of prayer from Tereza Kiyeng

**MIN 2/8/02/2018: PRELIMINARIES**

The chairman welcomed the members to the meeting.

He welcomed the ACC Mr.Kevin Otieno representing the DCC Keiyo North and requested the members for quick self-introduction.

He on behalf of NG-CDFC Keiyo North congratulated the DCC Keiyo North Mr.JohnKorir who has been appointed County Commissioner Samburu County and wished him well in his new appointment.

The Agenda was read and adopted after it was proposed by Maureen Kerror and seconded by PenatetaKwambai.

**MIN 3/8/02/2018: CONFIRMATION OF PREVIOUS MINUTES**

The minutes of the previous meeting were read and confirmed as true deliberations of that day after being proposed by TerezaKiyeng and seconded by PenatetaKwambai

**MIN 4/8/02/2018: MATTERS ARISING**

ACC Mr. Kevin Otieno informed members that he is attending the meeting on behalf of the DCC Keiyo North Mr. John Korir who has been promoted to to a County Commissioner and posted to Samburu County. He welcomed members to his farewell party in the course of the month. The members wished Mr.Korir well in his new assignment.

The change of name of the fund’s bank account has not been done. The FAM to follow up with the bank and the DA.

The sub-committees to have their first meeting soonest to choose their officials and start work.

The DCC to be a member of both sub-committees.

**MIN 5/8/02/2018: APPROVAL OF DISBURSEMENTS OF FUNDS FOR FY 2016/2017**

The fund manager informed the members that the board remitted Ksh.5.5M for this financial year out of which Ksh.1M will be for office administration and the balance Ksh.4.5 for Bursary.

The board also disbursed Ksh.38M which is the balance of the 2016/2017 financial year allocation. The funds are to be disbursed to the projects as soon as the AIE is received.

The committee approved disbursements of funds once the AIE is received to the projects as attached in the list.

**MIN. 6/8/02/2018: AMENDMENT OF THE PROJECT PROPOSALS FOR FY2017/2018**

The Fund Manager informed the members thatshe received a communication from the board reducing the allocation to the constituency to Ksh.86, 810,000/= from the initial allocation of Ksh.101, 416,000.

This necessitated a revision of the projects from the earlier proposals.

The fund manager presented to the members the prioritized projects identified during the public participation. She also informed the members that Ksh. 4,677,027.20 will be set aside for the setting up of the Constituency Innovation Hubs. The CIBs to be set up will be four per constituency.

The members after discussion proposed to set one Hub per ward as Keiyo North has four wards as follows:-

Emsoo Ward- Kapchemutwa DO’s office-Kokwao

Kapchemutwa Ward- Iten Youth Empowerment Centre

Tambach Ward- Tambach DO,s office

Kamariny Ward- Mutei Chiefs office.

The committee also proposed the purchase of the vehicle for use in the constituency and to donate the old one to one of the institutions funded by the fund within the constituency.

The committee discussed and recommended prioritized projects for approval by the board as per the table below and the list of projects attached herewith.

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| **Serial No** | **Name of Project** | **Amount allocated** |
| 149/AP1 | Administration & Re-Current | 5,208,621.10 |
| 149/AP2 | Monitoring And Evaluation | 2,604,310 |
| 149/2640100 | Bursary  | 21,702,586 |
| 149/2640200 | Emergency | 4,568,965.52 |
| 149/2640509 | Sports  | 868,103 |
| 149/2640510 | Environment  | 868,103 |
| 149/2630204 | Primary Schools | 19,750,000 |
| 149/2630205 | Secondary Schools | 15,700,000 |
| 149/2640507  | Security | 3,150,000 |
| 149/2211310 | Constituency Innovation Hubs | 4,677,027.20 |
| 149/3110701 | Motor vehicle | 7,000,000 |
| 149/3110202 | NG-CDF Office  |  712,629  |
| **Total for the Financial year 2017/2018** |  |  **86,810,344.82** |

**MIN7/8/02/2018: STRATEGIC PLAN**

The FAM informed the members that consultancy services on the preparation of the strategic plan were procured with the assistance of the Sub-County procurement officer and ready to start work.

The role of the NG-CDFC is to organize for stakeholder workshops and guide on the writing of the strategic plan.

The members after deliberations formed a sub-committee comprising of Evelyne Chelal, Duncan Kimaiyo, The DCC, FAM, and Kenneth Cherop to help steer the process. The sub-committee to plan with the consultant on the stakeholder meetings and come up with a budget for the stakeholder engagement.

The members emphasized on the need to fast tract the process to ensure its completion within the shortest time possible.

**MIN8/8/02/2018: REPLACEMENT OF STALE CHEQUES**

The FAM presented to the committee a list of stale bursary Cheques some of which have not been collected by the beneficiaries and others collected but not banked within the six months.

The committee after going through the list of the beneficiaries noted that most of them may have completed their studies or completed paying their school fees.

 The committee approved the replacement of those Cheques and given to other needy students.

**MIN9/8/02/2018: OFFICE ADMINISTRATION**

The FAM informed the members that the office staff needs one extra office for the clerk of works as he is currently sharing with the accounts clerk. The clerk of works because of the nature of his work needs an office where he will be meeting clients.

After deliberations, the committee proposed to take back the office currently occupied by Constituency Aids Control officer. The officer who is a Public Health officer is also an employee of the County Government and also has an office at the County Referral Hospital. The FAM to inform the officer to surrender the office to our staff.

The committee approved the purchase of one laptop for office use.

Committee Allowance- the committee after deliberations approved allowances for both M&E and Bursary sub-committees, and other ad-hoc committees of the NG-CDFCs to be Ksh.5,000/= per sitting. On that note, the Bursary and M & E committees to come up with their budgets.

Internship- Nancy Kiplagat who was on attachment in April and May 2017 has applied for internship for a period of three months. She informed the committee that we are expected to take students on attachment /internship as part of our performance contracting in line with the government policies. The committee approved the internship for Nancy Kiplagat for a period of three months and be paid a stipend of Ksh.6, 000/- monthly as per regulations.

**MIN10/8/02/2018: EMERGENCY REQUESTS AND RE-ALLOCATIONS**

1. Kabulwo Primary School-Request for Ksh.400, 000 to construct boys toilets which collapsed. The committee approved Ksh.300, 000 subject to provision of the BQs and a confirmation letter from the Public Health Officer.
2. County Commissioner EMC- request for emergency funds Ksh.303, 330/= to build V.I.P toilets at County Commissioner’s office. The committee noted that the request is not an emergency but can be taken as a project in the next financial year. The FAM to advise the County commissioner accordingly.
3. Anin secondary school applied for emergency funds to construct 6 door flash toilets for staff since the toilet sunk and have no other toilets to use. The committee approved Kshs.300, 000 to construct 6 door flash toilets.
4. Anin primary applied for emergency funding to construct 6 door toilets, the previous toilets collapsed. The committee approved Kshs.200, 000 to construct the 6 door toilets.
5. Cheptarit primary requested for funding for 6 door toilet to replace the toilets which sunk, the committee approved Kshs.300, 000 to construct 6 door toilets as per the BQ.

**MIN11/08/02/2018: ADJOURNMENT**

The meeting ended at 3.00pm with a word of prayer from Maureen Kerror

Minutes signed for circulation………………………………

Minutes confirmed by:

Name............................................. Designation…………………………….

Signature………………….. Date……………